BLSDM POC TRAINING

- BLSDM PROMOTION ROSTER
- EVALUATION
  - CHECKLIST
  - COMMON MISTAKES
- FORCE MANAGEMNET
  - CLASSIFICATION ACTIONS

Monthly Promotions Rosters

Purpose

Each Squadron will be able to pull their monthly promotion roster.

By pulling the rosters in BLSDM you have a more accurate roster since BLSDM updates every Tuesday, and the roster AFPC sends out is a one time update.

Once you go to AFPC secure Click on the "BLSDM" link.

BASE LEVEL SERVICE DELIVERY MODEL

Navigation menu:
- Home
- Individual Form
- BLSDM History
- Alpha Roster
- UPMR
- AEF Roster
- Cmdr Mgt Roster
- Decor6 Elig Roster
- Duty Status Roster
- Evals Listing
- Gains Listing
- Loss Listing
- Late Evals
- Proj/Pend Evals
- Family Care Report
- Enlisted Monthly Promotion Roster
- Officer Monthly Promotion Roster
- Administration

Individual Form	
	SSANs may be entered either with or without the dashes.
	Names with 4 characters or less, the results will be a last name exact match.
	Names with 5 characters or more, the results will be last names that begin with the characters entered.
	If a last name is entered, it may take 3-5 minutes to process the request. Please be patient.
Data Currency	Data on all rosters is less than 24 hours old with the exception of the UPMR. UPMR data is current as of 15 APR 2011
Data Problems	Please contact your servicing Force Support Squadron for assistance.
Account Problems	Please contact the BLSDM POC located within the Force Support Squadron.
Training Information	PSD Handbook (Guide) or Training Tools
Help	For technical problems with the application please contact the AFPC/PSOCC DSN 665-5004 Commercial (210) 565-5004.
Maintenance Message	

Once in "BLSDM" you will want to click on "Enlisted Monthly Promotion Roster"
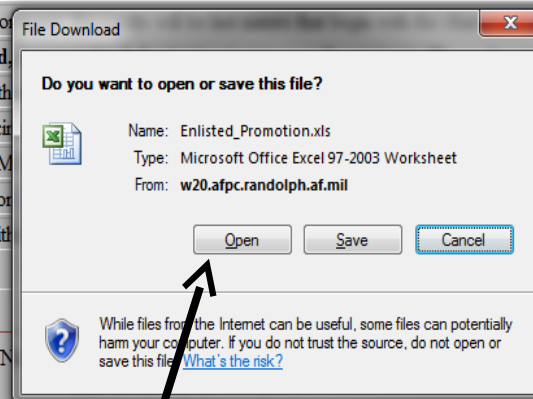
Click "Open". Once the Excel spread sheet opens you will be able to view your squadrons promotees for the month.

If you have any questions in regards to your promotion roster you can contact:

SrA Jacquelyn Moore 552-8583

Classification Actions

CLASSIFICATIONS

AF Form 2096s will no longer be required for changes to
- Duty Title
- Position Numbers
- DAFSC
- CRO's

E-mail FM org box with
- Member's Name
- SSN
- Rank
- Requested info to be updated
- Effective Date
- Email must come from BLSDM POC

UPMR Updates

- Verify member's position numbers
- Mass updates (10 or more)- please input request on an excel spreadsheet (Name, SSN, Rank, DAFSC, New position #)

Office Symbols

- Must be updated by mbr via vMPF
- Please review Alpha Roster to ensure mbr's are updating office symbol correctly

Quarters Notification

- E-mail to FM org box

- Orders
- All members going TDY need to be e-mailed to FM org box

EVALUATIONS

EVALUATIONS

- EPR/OPR Checklist
  - Step by step guidance on what to verify that is complete on evaluation prior to routing to 673 FSS/ Force Management
  - Explanation of each section on the AF 910/911/707
  - Formatting of signature blocks IAW JBER WG guidance
  - Feedback format DDMMMYYYY (IAW MPFM 07-44 table 3.2 item 29; MPFM 07-45 table 3.1 item 16)
  - Feedback dates CANNOT before the start date of evaluation or After the C/O date.

FEEDBACK REASONS

- The reason for not conducting a feedback must be specific in Feedback section (example)
  - Rater failed to conduct feedback during rating period
  - Rater unable to conduct feedback while mbr deployed after trying to contact via phone, e-mail etc.

  - Can not use the following reason
    - Feedback was given to mbr during rating period but not documented (if the rater/ratee conducted a verbal feedback during the rating period that date CAN be used on the EPR/OPR)

Referral Report Issues

- Verify the date that the rater signs the EPR/OPR Matches Date of the Referral Memorandum
- Verify that all Referral Bullets have been stated in the First paragraph of the Referral Memorandum
- Ensure the Member has provided a rebuttal or the statement on the Referral Memorandum "I did/did not elect to provide comments in response to the EPR/OPR and dated to"

QUESTIONS